

PARISH of KIRTON & FALKENHAM

Dear Sir/Madam,

NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE that a meeting of the **Parish Council** of the above Parish will be held at

THE RECREATION GROUND PAVILION

on **Monday** the **27th** day of **July 2015** at **7.30** p.m

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (c150592, c150688)
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 8th June 2015
3. Declaration of interests *Councillors are reminded that they should consider declaring any interest, pecuniary or otherwise, relating to any agenda item, that could be seen as affecting their impartiality.*
4. Project List (c150680, c150690,)
5. Defibrillator (c150621)
6. EAONE/THREE (c150575, c150585)
7. Training (c150588, c150673)
8. Footpaths, Signs (c150595, c150652, c150655)
9. Administrative matters (See correspondence)
10. Acceptance of written Committee Reports
 - a) Planning (attached
 - i) B&M Development (c150565, c150581) ii) FPAAP (c150603/605, c150677)
 - b) Finance (attached)
 - i) Strategic Reserves
 - ii) Internal Audit Report (c150591, c150637)
 - iii) Invoices (c150665, c150569/656)
 - iv) (see correspondence)
 - c) Environmental & Transport (see correspondence)
 - d) Recreation Ground
11. SALC Report
12. Other Correspondence (attached)
13. Matters for inclusion in future Agenda
14. Date of next meeting:- Monday 14th September 2015 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Police Report

150592 SALC Suffolk Local Policing Review (**circ**)
150688 SALC police survey

Agenda

150680 J Beer Community grant reminder for RG
150690 G Walker Project lists
150621 D Jacobs/A Colvill/M Paul Good News :Village De-Fib now live. (**circ**)
150575 EAONETHREE Consultation 19th June - 23rd July 2015
150585 Scottish Power ScottishPower Renewables Newsletter
150588/673 SALC 2 Day COUNCILLOR COURSE/Summer briefings for Councillors (**circ**)
150595 Kate Versay Footpath opposite VG condition
150652/655 SCC Problem Report 00114319 Ordered/Road Sign Enquiry

Administration

150614 S Comm Foundation Volunteers urgently required
150651 St Elizabeth Hospice Volunteer appeal
150685 Comm Action Suffolk Annual review and celebration 8th October
150589 SCC Suffolk Highways improvements programme (**circ**)
150628 D Jacobs Death of Fred Pitt (**circ**)
150640 Headwaysuffolk Headway Conference
150659 SCDC Proposed changes to scheme of delegation (**circplc**)
150663 Tunstall and Ufford. OneSuffolk Web Site editing and construction
150674 P O'Brien FW: Public Meeting 16th July on travellers (**circ**)

Planning

150565 I Cade TW - officials briefing (**circ**)
150581 G Walker Parish council update - for July edition (**circ**)
150603/605 I Cade/A Colvill Serious issues with the Felixstowe PAAP/response (**circ**)
150677 I Cade Felixstowe Peninsula Area Action Plan (**circ**)
150609 SCDC Planning Consult draft criteria for non-design Heritage Assets (**circ**)
150689 Sizewell July Parish Council Newsletter
150618 LG News Finding a Planning framework to suit Local Communities (**circ**)
150559 SCDC RE: Suffolk Coastal CIL - Examiners Report(**circ**)
150573 SCDC INFRASTRUCUTRE LEVY CHARGING SCHEDULE

Finance

150591 Heelis & Lodge/T Brown Audit report 1014/5
150637 G Walker/Clerk Re: Parish Council audit - Annual Return
150665 Boundary fencing A/C for creosoting grit bins £100
150569/656 The phone co-op Your invoice from The Co-operative Phone
150666 SCC Locality budget grant for defib installation £150
150661 Comm Action Suffolk 29th July wkshp on new Lottery Funding
150664 Home Start Annual report//request for grant
150676 Woodland pals preschool seeking funds
150668 Came & Company Your Parish Council Insurance

Environment

150583 SCDC Coastline Lite - June 2015 (**circ**)
150626 Tree Council Tree Guardian Update (**circEC**)
150642 SCC Scattered Orchard Project (**circEC**)
150649 S Livingstone/G Walker Mist nets police report (**circ**)
150657/67 SCDC Invitation to launch of Deben Estuary Plan/delegate (**circ**)
150682 SCC Big Pathwatch launched

SALC

150647/48 SALC Local Councillor, Gov policy Prop survey/Broadband survey, Legal Topic notes
150579/639 SALC Report for Area Meeting/follow up (**circ**)
150683594 SALC LAIS1382 Precept Data (**circ**)/Latest LAIS1381: Fly-Grazing
150598 SALC Sizewell C town and parish follow on community engagement events
150672 SALC Message for councils; staff move.

Other correspondence

150679	Creative Play	Recent Installation: Coppull Parish Council
150681	Rural Services Network	Hinterland w/b 17 July
150567	S Comm Foundation	Got a picture you want to share?
150587	Comm Action Suffolk	Small Charity Week July funding conf
150634	Comm Action Suffolk	Tell us about your trustees Save the dates
150671	Comm Action Suffolk	Free Big Lottery workshop Fire and Rescue survey
150613	Port of Felixstowe	Port of Felixstowe Logistics Park
150602/33	Hutchinsons Port	PORT OF FELIXSTOWE SURVEY/REMINDER:
150616	Hutchinsons Port	MEGA-SHIP BARZAN DEBUTS AT FELIX
150643	SALC/NALC	The Commonwealth Flag Day
150678	Suffolk Comm Found	Grants Update - New fund now open!
150566	S Harvey	FW: Neighbourhood Plans(circ)
150574/612	SCDC	World of Planning Event/Agenda 7 th July
150582	Heelis & Lodge/T Brown	Draft Internal Audit Report
150590	J Beer	VAT
150568	Barclays	Current and business a/c statements April/June
150571	The phone co-op	Summer news and updates
150560	HMRC	Successful Receipt of Online Submission
150576	HMRC	Toolkit for Expenses and Benefits Deadline
150596	HMRC	Important Information for Employers
150632	HMRC	Your P11D deadline is almost here. Are you ready?
150636	HMRC	Help us make a difference to you
150654	HMRC	Successful Receipt of Online Submission
150690	G Walker	Project lists
150570	SALC	FW: OneSuffolk Website Training

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 8th June 2015 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 8 Parish Councillors, Mrs P O'Brien (CC), Mrs S B Harvey (DC), PcsO S Baddeley, 2 Parishioners.

1. **Police Report**

PcsO Baddeley reported on an attempted burglary on 28th May which was being investigated.

2. **Parishioners Questions**

Nothing raised.

3. **County Councillor's Report**

Mrs O'Brien recorded that Colin Noble had been elected as the new Council leader, together with a new cabinet; many of which are new to the positions. She has urged Highways to cut verges as soon as [possible. She recently chaired a Police and Crime workshop where responding to emergencies and partnership progress will be discussed. A Suffolk and Norfolk Cyber Crime unit had been set up. She had a Locality Budget to distribute by the end of the year.

4. **District Councillor's Report**

Mrs Harvey, now elected as District Councillor for the Ward and Chairman of the Council, was welcomed and spoke on the Community Infrastructure Levy recently passed by Council which largely replaces S106 agreements. She advised that the former Development Management Committee will now become the Planning Committee and consider application District wide. She was keen to advertise that she had a budget of £5,500 to share between the 8 villages. The joint initiative between SCDC, SCC and Felixstowe TC on the future development of Felixstowe was promoted; the sale of the Undercliff Road offices and the move to Felixstowe library was noted.

5. **PTLO REPORT**

A message from Mr P Negus explained there were errors in the current timetable which he is investigating.

The Chairman closed POF at 8pm and opened Parish Council Meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, D Jacobs, F H Last, M A Paul, S W Livingstone, G J Walker (chair), Mesdames J L Shaw, E A Colvill, Mrs P M O'Brien (CC), Mrs S B Harvey (DC), PcsO S Baddeley, and 2 Parishioners.

1. **APOLOGIES:**

A P Hutton, P J Lickert, Ms EY Choi,

2. **MINUTES OF LAST MEETING**

The minutes of the Annual Parish Council Meeting held on 18th May 2015 having been previously circulated were taken as read, approved and signed, the date of the meeting having been amended/.

3. **DECLARATION OF INTERESTS**

The Clerk had confirmed that all the Declaration of Interests had been lodged with SCDC apart for Councillor Last who was without internet access. The Clerk would liaise with him and SCDC to have this completed. There were no DoI offered for items at this meeting.

ACTION

4. **DATES FOR MEETINGS 2015/6**

Agreed as

2015

27th July

14th September

12th October

23rd November

2016

11th January

15th February

14th March

11th April (Annual Meeting)

9th May (APCM)

6th June

5. **DEFIBRILLATOR**

The defibrillator had been delivered and Councillor Jacob has arrangements in hand for its installation. Familiarisation training will be needed.

DJ

6. **FACILITIES SURVEY**

The Clerk had responded pointing out the other halls in the Kirton.

7. **COMMUNITY PROJECT LIST FOR 2015/6**

Agreement was given to providing similar support to Community Projects as last year, which will be promoted through the Review. J Shaw proposed, D Jacobs seconded and carried that a budget of £4000 be set for this purpose. Through Mr J Beer the merits of a scheme (c150528) to provide a 5 a-side football facility was discussed as a possible addition to the list. While acknowledging that Council reserves possibly remain at the upper limit, agreed resources may be needed in the future to cover strategic reserves in relation to local planning issues.

8. **FOOTPATH CUTTING AND SIGNS**

The Clerk confirmed that reports on damaged signs and footpath problems continue to be pursued with SCC through its reporting site. Councillor Paul confirmed that the instruction from SCC to land owners to cut footpaths has been received. Councillor Paul gave an update on the closure of the river wall footpath; work on the sluices should be complete at the end of July. The Clerk would write to the owner of 1 Guston Gardens to ask for the hedge in the Alley **CLERK** to be cut back.

9. **EONONE/THREE**

The latest information on progress and surveys had been noted. Councillor **DJ** Jacobs continues to monitor.

10. **ADMINISTRATIVE MATTERS**

i) Training Interest expressed by Councillors Livingstone, Walker and Colvill **SL/GW/AC** in attending training courses. Suggested SALC circular read and report back at a later meeting.

ii) Community Infrastructure Levy Examiners report (c150509) noted. Agreed Council would not pursue a Neighbourhood Plan on which the greatest benefits are derived.

iii) Supporting Lives Conference SCC event von 15th July (c150530) noted. No action proposed.

iv) Taking Felixstowe Forward SCDC initiative (c150531) noted. No action proposed.

11. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Taylor Wimpey development Noted that SCDC development committee is to meet on 11th June to consider application. Councillor Cade will attend to make presentation on behalf of Parish Council. One parishioner will also make a presentation. Briefing notes had been circulated by Councillor Cade who referred to letter from Nassau Trust (c150514) rejecting proposal for footpath though its land. Issues are therefore access (SCC highways), sustainability, lack of shops and public transport.

ii) FPAAP Councillor Cade advised that now the election was over meetings should reconvene shortly.

b) **Finance** (attached)

i) Internal Audit/Annual Return The Clerk advised that he had arranged for **CLERK** the Internal Audit by Heelis and Lodge to be carried out following this meeting. (c150516) The Annual Return was agreed and the Governance Statement completed; both were signed by the Chairman and Clerk/RFO for submission to Internal and External Audit on the 29th June,

ii) Budget Monitor First draft for 2015/16 had been circulated by the Chairman.

iii) Community Action Suffolk Renewal of membership confirmed (c150532). Correspondence on European/Local funding (c150510) and a Funding Survey (c150523) noted.

iii) Grants Request from St Elizabeth Hospice for kitchen clothes referred to **F&GP** F&GP in Autumn.

iv) Broadband/Telephones The Phone-Co-op had advised of changes to analysis of phone bills (c150520) and that 0845, 0847 numbers will no longer be free from 1st July.

c) **Environment & Transport**

i) Greenprint event Event in July ((c150513) noted.

ii) Church Lane ditch Problem with stability of ditch (c150527) reported by resident, dealt with by Councillor Jacobs

iii) Tree Council Newsletter (c150529) noted

d) **Recreation Ground**

Nothing reported.

12. **SALC REPORT**

Nothing to report

13. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

14.. **MATTERS FOR INCLUSION IN FUTURE AGENDA**

EAONE/THREE, Strategic Reserves, Defibrillator, Project List, Footpath Signs

15. **DATE OF NEXT MEETING**

Monday 27th July 2015 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.40 pm.

Signed.....

Chairman

Date.....

PLANNING COMMITTEE

Prior to the meeting the Planning Committee met to consider the application

DC15/2023

**Part side garden Homeleigh, Falkenham Rd, Falkenham
House with internal garage on part garden of Homeleigh**

The committee had a neutral view on the proposals, but had the following comments.:

1. It believes that the address is Back Road, Falkenham.
2. This will create a further access very close to the junction with very poor visibility and tight turning; and would ask is there any way the new access can be made as safe as possible with good visibility for exiting the new access?

Signed.....

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC14/4225	Land rear of 16 to 22 Falkenham Road, K'n Demolish existing building; and redevelop site to provide 39 dwellings etc, etc.	Object	Granted
DC15/2023	Homeleigh, Falkenham Road, Falkenham Erection of detached house	Neutral	Granted with observations
<u>New applications</u>			
DC/15/2089	The Old Dog, Falkenham Road, Falkenham Demolition of nissen hut and shed and erection of 2/3 bedroom detached 1½ storey dwelling utilizing existing access and car parking (revised application)	Mixed views	

FINANCE

Cheques written since last meeting:-

C A Shaw	£274.40 (clerk's salary)
HMRC	£68.60 (paye)
D Cox	£150.00 (defibrillator install)
C A Shaw	£274.40 (clerk's salary)
HMRC	£68.60 (paye)
Boundary fencing	£100.00 (grit bins creosoting)